

ThinkCentral Initial Setup

*Note: [ThinkCentral](#) provides good video tutorials within its **Guides and Tutorials** section. Skip the Overview; all of the rest are specific, helpful, and short.*

Teachers

User Name = ID

Password = ID

- The first time login will require answering 3 security questions. These may be changed later in account settings.
- ThinkCentral at top left always returns to the Home screen.
- Menus are across top and in the center of the Home screen.

Manage Classes and Students

1. Go to **Classes and Students** on the top tab or from the center menu.
2. Click **Add Class** button.
3. Name the class using letters, numbers, and spaces only.
4. Choose a grade.
5. Period and Description are optional.
6. Save.
7. Choose desired products and save. This can be changed later in the **Update Products** screen.
8. Click **Assign Students** button.
9. In the **Select students from grade** field, choose the grade level.
10. **Add All** will add the entire grade level.
11. Use the CTRL and click method to choose a class of students then click Add.
12. Click Done, then answer OK to the prompt.
13. To create groups, go to **Manage Groups** under **Classes & Students**.
14. Select a class, then the **Add Group . . .** button.
15. Name the group, choose a subject, and level.
16. Select students in the group the same as before and save.

Assignments

1. Click the **Add Assignment** button.
2. Name the assignment. Make it memorable.
3. Type student instructions.
4. Add a resource type.

- a. **Searchable** looks for resources among their products. (Click Go to see them.) This takes you to Schedule and Assign. Schedule tab allows you to view. Assign tab allows you to select and assign.
 - b. **Text Only** allows the teacher to type content or instructions.
 - c. **URL** adds links to the student page.
5. Select Class, subject, and group if appropriate.
6. Choose Add All to assign to the entire class.
7. Select the date the assignment becomes available and the due date. If you want to make it available only during certain times, use **Times Available**. (Say, they can only work on it during school hours during the week.)
8. Preview allows you to see the student view. Save.

Tests

1. On the **Assignments** tab go to the **Add Test** button.
2. Select a subject, grade, and resource. Click Find.
3. Look at the tests from the **Schedule** tab.
4. Arrows expand the questions so that they can be viewed.
5. Tests may be printed here; however the software will not track scores from printed tests.
6. Assign tests from the Assign tab.
7. Click the check box to assign a test, then the Assign button. Only one assessment can be assigned at one time.
8. Follow the same procedures for assignments, with the exception of the Assessment Settings.
9. You may assign a password to access assessments, allow students to pause the assessment, select sections of the assessment, and ways to view the results.